



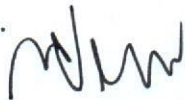
Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

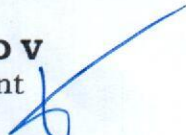


DIVISION MEMORANDUM
No 392, s. 2020

**REITERATING THE PRACTICE OF AUSTERITY MEASURES
IN THE DIVISION**

- TO: ALL PERSONNEL
Both School – based and Division - based
1. Relative to the issuance of the Department of Budget and Management (NBC No. 580, s. 2020) on the adoption of economy measures in the government and the department's issuance (DepEd Order No. 61, s. 2004) on the adoption of austerity measures pursuant to Administrative Order No. 103, this Division needs to adopt its austerity policies for all schools and SDO offices.
 2. The austerity measures to be adopted by the division are as follows:
 - a. All documents to be printed, unless advised for front page only, shall be maximized where both sides (front and back) shall be used,
 - b. Recycled paper (back page) shall be used to print inter-office correspondence provided that the scrap paper shall be of non-confidential content and should be crossed out,
 - c. Learning modules shall strictly be printed back-to-back to reduce its volume unless it causes more damages like non-readability for one side or both,
 - d. Conservation of water and electricity shall be strictly implemented. In this case, all lights, plugged appliances and equipment in schools/offices must be switched off/removed when not in use. Likewise, faucets must always be closed when water is not being used,
 - e. Consumption of supplies and materials except for essential and critical supplies and materials related to COVID-19 shall be reduced,
 - f. Cost of in-service trainings, seminars and workshops shall be minimized through the conduct of online trainings/webinars, and
 - g. Reports that can be submitted online is highly encouraged to minimize cost of printing of hard copies, and coming to and from the Division office.
 3. All employees shall strictly adhere to the adoption and implementation of other austerity measures specified in the above-mentioned national issuances.
 4. For information, guidance and dissemination.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

10-22-20 



Address: 82 Military Cutoff Road, Baguio City
Telephone: Office of the SDS: 442-7819 telefax; Front Desk: 442-4326; Planning Office: 446-6738;
Supply Office: 442-4393; Administrative Services: 244-0978
E-mail: depedbaguiocity@gmail.com
Website: www.depedpines.com